I. Procedural Comments

I will attempt to provide an agenda prior to each Deans’ Council meeting in sufficient time to allow you to gather information you think might be useful in addressing the topics. With this in mind, please try to get agenda items to me at least two working days prior to an impending meeting. For example, items to be addressed at a Monday meeting should be submitted by the close of business on the Wednesday prior so they may be included in the agenda for distribution. The agendas will be typically written in such a way that you can share them with the Chairs prior to our meetings.

Naturally some things will come up just prior to a meeting and it is difficult to plan for those. We’ll do the best we can in those instances. Executive Council typically meets prior to Deans’ Council so those topics will have to come directly with little notice.

I am open to any sort of suggestions or comments as to how we carry out the business in the meetings so feel free to share your ideas.

II. Executive Council

As it turns out, Executive Council meets after our meeting today so there is no news to report directly from there.

III. Intersession classes

Over the last couple of weeks we have been discussing the lack of intersession classes. The official intersession dates coming up in the AY ’04-’05 are:

July 30 – August 20, 2004 (16 class days)
December 20 – January 7 (15 class days depending on what happens with Christmas Eve and New Year’s Eve, both Fridays. I have Linda Phillips checking on that).
May 9 – May 27 (15 class days)

Issues related to intersession classes:

What do we offer? These are fairly compressed sessions and some courses will naturally work out better than others. I would think courses of a general education nature might be of interest, perhaps some preparatory courses for students planning to come to college the following semester, and others. I am certainly open to suggestions.

Budgetary considerations. My last conversation regarding intersession courses indicated the VPAA’s office would have the intersession budget from which to work – the size is uncertain. From the strictly budgetary standpoint, Glen Pinkston and Tom Sutherlin have worked out the calculations that indicate that it takes 9-11 students (depending on rank of instructor) to recover the costs. Certainly classes larger than that would be the preference, particularly when one considers our catalog guidelines of 20 for lower division and 10 for upper.

Class loads for students. Regents’ guidelines for load are that the maximum number of hours a student may take in a semester is 1.5 times the number of weeks in the semester. A full load then seems to be defined to be one-half of that
number. Since these sessions are about three weeks, that would indicate a maximum student load of 4.5 load hours with a full load on the order of 2.25 hours. My best guess is we would be looking at students taking anywhere from 1-3 hours in these sessions. From the scheduling standpoint, we likely don’t have to worry too much about course conflicts since students would not be likely to take multiple courses. From the scheduling standpoint, note that for 15-day sessions the classes would have to meet 54 minutes per day per credit hour and for 16-day sessions they would have to meet 50 minutes per day per credit hour.

Pay rate for faculty. The pay basis for intersession is the adjunct/overload rate. I suggest these sessions be done totally outside of the consideration for summer salary – participation in intersession instruction should not count toward summer load assignments.

IV. Training Sessions

July 7th is scheduled as a training session time for Deans and Chairs with Joe Harroz and Jerry Jensen from OU legal. My understanding from last time is the sessions are not restricted – Chairs can go to Deans and vice versa.

This is only the start of some training we need to do. Other sessions should be related directly to the new Faculty Handbook. I would like to hold a training session for Chairs that is sponsored by VPAA and Deans (Sherry – when I say Deans here I am including the Director of the Library) in the middle to latter part of July. Since the Deans are traveling to Arkansas July 23, the session would have to happen before that. My thought on this is that the VPAA and Deans need to get together regularly (probably at least weekly) starting as soon as Drs. Dawe and Burgess return. The intent will be to focus on the faculty evaluation process in the new Handbook with an eye toward a training session or sessions for chairs. By working through this together we should be able to provide adequate training to the Chairs and take a role in developing and refining the process.

Another part of our work on evaluation has to be in the area of post-tenure review. It would seem we could identify a cohort of “volunteers” to work with us through this inaugural year and help smooth out the process. I have made a couple of mild efforts to get a list of the years tenure was granted to existing tenured faculty but it does not seem to be compiled in one place.

Other topics that may be of interest in the area of training for Deans/Chairs include procedural aspects of grants/contracts, guidance on zero-based budgeting early if that is what we will be doing in the coming year, and other topics we may think of along the way.

V. Other Notes for AY ’04-’05

Five-year reviews: Several programs are up for five-year reviews this year. Tom Sutherlin earlier had submitted a list of the programs and a proposed timeline. More recently he provided a template with which to work and we will have to get that process started relatively soon.

PQIR: An annual tradition that will likely require the PQIR reports to be to the Deans by November 1 and to the VPAA by December 1.
Catalog Changes: Unless I have miscalculated, this is the year for a new catalog to be published. Many of the changes that will be proposed have to go to the Curriculum Committee and potentially to the Regents depending on their nature. Since catalog changes are due in the Spring this suggests that Curriculum Committee submissions must be in this Fall for consideration.

Summer Session: One topic that keeps emerging is adjusting the summer school schedule to allow for four-week sessions. I understand we do this with graduate courses. We may want to consider laying two four-week sessions on top of our traditional eight-week session. This would allow courses more suitable to the four-week format to be delivered without unnecessarily compressing all of our offerings.

Convocation/Alumni weekend: These events are coming in October.

Individual conferences: I would like to meet individually with each of you to look at issues in your area in the coming year, opportunities, etc. Hopefully we can come to some sort of sense of what would constitute a successful year.

This may take more than one conference which is fine. If you would like to schedule one in June please work with Carolyn at x2308, if in July with Yvonne at x2250. The days I know I am out of town so far this summer are June 23-27 and July 27-August 1.